



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Analyst

Statewide

**Location:** Administration and Disbursements Division  
3301 C Street, Sacramento, CA 95816

**Issue Date:** June 25, 2007

**Final Filing Date:** July 2, 2007

**Contact/Telephone:**

Kathie Cimini, (916) 323-5166

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-140-5157-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With supervision provided by a Staff Services Manager I, perform analytical and administrative duties associated with the Disbursements Bureau's claims paid and payroll garnishment programs. The incumbent will analyze available data and develop reports; review Disbursement's procedures and make recommendations for the modifications. Specific duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Compile and systematize data regarding Claims Paid Report/ Bank Reconciliation Report process for problem definition;
- Separate functional issues into subgroups and identify any relevancy to identified problems;
- Develop recommendations on appropriate courses of actions to address identified problems;
- Assist in the development and writing of procedures by providing relative input to areas of concern;
- Secure monthly information for claims paid, prepare monthly reports and distribute to appropriate state divisions and agencies;
- Assess Bureau's Garnishment Reconciliation documents and actions for legality and appropriate submittals/responses;
- Evaluate Bureau's Garnishment Reconciliation procedures for potential impact;
- Assist in preparing the supervisor in managerial meetings by providing insight to any implementation proposals;
- Assist in facilitating new procedures by training and/or guidance;
- Assist in the development of a study of the systems and procedures for the purposes of providing a comprehensive report on the monthly activities and/or application implementation to the managing staff;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Prepare recommendations for management regarding procedure changes resulting from changing laws, service or mandates;
- Update procedure manuals;
- Train staff;
- Prepare and analyze weekly, monthly and annual statistical reports including claims paid and payroll garnishments required for Business Month Desk comprehensive report;
- Act as a division liaison to Division of Accounting and Reporting and Personnel and Payroll Services Division on issues relating to claims paid and garnishments rules, regulations and policies, and changes for impact and to resolve problems;
- Review and analyze proposed legislation, prepare recommendations to advise management on potential impact to Disbursements Bureau;
- Provide staff level support for the Bureau's training programs.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Kathie Cimini